

CITY OF REPUBLIC
Ferry County, Washington
January 1, 1995 Through December 31, 1995

Schedule Of Findings

1. The Police Department Should Track Traffic Citations From Issuance To Disposition

There is a lack of controls over the issuance and disposition of traffic citations in the police department. Citation books were not issued in sequence and a record of citation books issued was not maintained. The police department was unable to provide copies of citations issued, all copies of citations voided, or a record of their disposition. Eleven percent of the traffic citations issued during 1995 were missing.

RCW 46.64.010 states in part:

The chief administrative officer of every such traffic enforcement agency shall be responsible for the issuance of such books and shall maintain a record of every such book and each citation contained therein issued to individual members of the traffic enforcement agency and shall require and retain a receipt for every book so issued . . .

The chief administrative officer of every traffic enforcement agency shall require the return to him of a copy of every traffic citation issued by an officer under his supervision to an alleged violator of any traffic law or ordinance and of all copies of every traffic citation which has been spoiled or upon which any entry has been made and not issued to an alleged violator . . .

Such chief administrative officer shall also maintain or cause to be maintained in connection with every traffic citation issued by an officer under his supervision a record of the disposition of the charge by the court or its traffic violation bureau in which the original copy of the traffic citation was deposited . . .

RCW 46.64.010 also states in part:

Every record of traffic citations required in this section shall be audited monthly by the appropriate fiscal officer of the government agency to which the traffic enforcement agency is responsible.

The lack of accountability over traffic citations increases the risk that missing citations would not be detected in a timely manner, if at all. As a result, the city cannot be assured that all traffic fines owed were collected.

We recommend that the police department establish procedures, in accordance with statute, to ensure accountability over all traffic citations. We also recommend that the

city's clerk/treasurer audit traffic citations on a monthly basis.

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Schedule Of Federal Findings

1. Payroll Charges To Federal Programs Should Comply With Federal Regulations

Our audit of the Public Safety Partnership and Community Policing Services Grant (CFDA 16.710) found that the city received reimbursement for direct payroll expenditures in excess of those actually incurred. This is not allowed by federal regulations.

OMB Circular A-87, Attachment B, Section B.10.b states in part:

. . . amounts charged to grant programs for personal services, regardless of whether treated as direct or indirect costs, will be based on payrolls documented and provided in accordance with generally accepted practice of the State, local, or Indian tribal government. Payroll must be supported by time and attendance or equivalent records for individual employees

The U.S. Department of Justice awarded the grant to Ferry County. An interlocal agreement between the city and county committed grant funds to help retain one city police officer. In the city's fiscal 1995 pay request, it billed the county for the amount budgeted in the interlocal agreement instead of actual expenditures. As a result, \$4,129 worth of payroll expenditures charged were unsupported. See the accompanying Schedule of Questioned Costs.

We recommend the city repay the \$4,129 in unallowable expenditures to Ferry County. We further recommend the city base future reimbursement requests on actual expenditures.